4338

BILL NO. S-78-12-15

SPECIAL ORDINANCE NO. S-10-79

AN ORDINANCE approving a blanket purchase order - City Utilities Purchase Order No. B-0500 for supplies for Office Services Department.

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. That the blanket purchase order - City Utilities Purchase Order No. B-0500, dated November 22, 1978, between the City of Fort Wayne, by and through the City Utilities Purchasing Agent and the Board of Public Works and Cummins Printing Company, Inc., for:

purchase of envelopes for 1979 and letterheads, blue and gold on Gilbert Bond for the Office Services Dept.,

all as more particularly set forth in said purchase order, which is on file in the Office of the Department of Purchasing and is by reference incorporated herein and made a part hereof, be and the same is in all things ratified, confirmed and approved.

SECTION 2. That this Ordinance shall be effective upon passage and approval by the Mayor.

Councilman

APPROVED AS TO FORM
AND LEGALITY

CITY ATTORNEY

Read the first time in full and on motion by Burns, seconded by Hinga, and duly adopted, read the second time by title and referred to Committee on City Utilities (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Cham City-County Building, Fort Wayne, Indiana, on _____, the _____ of _____, 19__, at _____ o'clock ____ M.,E.S.T.

DATE: 12-12-78

Charles W. Westerman
CITY CLERK

Read the third time in full and on motion by Burns seconded by DeHoney, and duly adopted, placed on its passage.

PASSED (~~LOST~~) by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT	TO-WIT:
TOTAL VOTES	8	0		1	
BURNS	X				
HINGA	X				
HUNTER	X				
MOSES	X				
NUCKOLS	X				
SCHMIDT, D.				X	
SCHMIDT, V.	X				
STIER	X				
TALARICO	X				

DATE: 1-9-79

Charles W. Westerman
CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (~~ZONING MAP~~) (~~GENERAL~~) (~~ANNEXATION~~) (SPECIAL) (~~APPROPRIATION~~) ORDINANCE (RESOLUTION) No. S-10-79 on the 2nd day of January 1979, 1

ATTEST: (SEAL)

Charles W. Westerman
CITY CLERK

Winfield C. Moses Jr.
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 10th day of January, 19 79, at the hour of 11:30 o'clock A M.,E.S.T.

Charles W. Westerman
CITY CLERK

Approved and signed by me this 10th day of January 1979, 1 at the hour of 2:00 o'clock P M.,E.S.T.

Robert E. Armstrong
MAYOR

Bill No. S-78-12-15

REPORT OF THE COMMITTEE ON CITY UTILITIES

We, your Committee on City Utilities to whom was referred an Ordinance approving a blanket purchase order - City Utilities Purchase Order No. B-0500 for supplies for Office Services Department

have had said Ordinance under consideration and beg leave to report back to the Common Council that said Ordinance DO PASS.

PAUL M. BURNS - CHAIRMAN

JAMES S. STIER - VICE CHAIRMAN

VIVIAN G. SCHMIDT

WINFIELD C. MOSES, JR.

FREDRICK R. HUNTER

CONCURRED IN CHARLES W. WESTERMAN, CITY CLERK

1-9-79
DATE

Memorandum

C

To H. P. Wehrenberg, Board of Works Date November 22, 1978

From Ruth Winget, Purchasing Department

Subject Quote #0144, 1979 Requirements for Letterheads and Envelopes

COPIES TO:

E. A. Stanczak Jr.
G. Thayer

RPW

Herewith are Quotes (Quotes 0144) relating to Purchase Order No. B-0500 which is prepared favoring Cummins Printing Company Inc. for 50,000 Letterheads and 50,000 Envelopes for Office Services Department.

The attached 11/21/78 memorandum endorsed by the Office Services Superintendent explains the reason for favoring Cummins Printing Company Inc.

Attached are the following documents in support of the recommendation for acceptance of Cummins Printing Company Inc.

1. Copy of vendor's quotes.
2. Purchase Order No. B-0500.
3. Copy of George Thayer's memorandum.

It is urged that in referring this quote to the City Council for enactment of an ordinance, that all of the attached items, together with this memorandum (or copies), be included with the proposed ordinance.

Please make sure that no confirming Purchase Order Number is given to Cummins Printing Company Inc. until evidence of Council approval is furnished to the Purchasing Department.

R. A. Winget
R. A. Winget

Approved: Stephen D. Millspaugh
S. D. Millspaugh

66-257-10
11/29/78

P.O. #0500
Cummins Printing

CITY OF FORT WAYNE
DEPARTMENT OF PURCHASES

One Main Street
Fort Wayne, Indiana 46802

Date November 8, 1978.

Request for Quotation No. 0144

To be considered your quotation must be received by 17th M. November 1978

To: ✓Cummins Printing
Herrero Printing
✓Lincoln Printing
Didier Printing
✓Ft. Wayne Printing
Keefer Printing

Quantity	Unit		Unit Price	Trade Disc.	Extensi
50,000		BLANKET PURCHASE ORDER FOR 1979 Letterheads on 24# Gilbert Bond Color Blue and Gold			
50,000		10-24 Envelopes, 2 colors (SAMPLES ATTACHED)			
		To be printed and held for release from various City Departments, adding - Department Name - Gold Imprint.			
		* - - Add for Gold Imprinting - One (1) Line - Department Name - only as released			
		500 - Letterhead ________ - Envelopes ________ 1,000 - Letterhead ________ - Envelopes ________ 3,000 - Letterhead ________ - Envelopes ________ 5,000 - Letterhead ________ - Envelopes ________ 10,000 - Letterhead ________ - Envelopes ________			
		Mark Quotation Envelope, "Quote No. 0144 Due Date 11/17/78"			

11/21/78
George Thayer suggests staying with Cummins. Overall he is priced low & most Depts use (500) at a time from George
Rw

Following Must Be Complete

Terms: ________

F.O.B. - Indicate Which of Following (Check)

Destination: ________

Shipping Point
Freight Allowed: ________

Shipping Point: ________

Shipping Schedule: ________

Shipping Weight: ________

Signed: ________

Date: ________

Ruth Winget

Ruth Winget - Buyer

CUMMINS PRINTING COMPANY, INC.

3233 South Lafayette

Phone 745-4938 Fort Wayne, Indiana 46806 Box 1233

November 13, 1978

City of Fort Wayne
Department of Purchases
One Main Street
Fort Wayne, Indiana 46802

In Re: Quotation No. 0144

Specifications:

50,000 Letterheads on 24# Gilbert Bond, Blue and Gold ink ..... $ 1,124.00

50,000 10-24 Envelopes, blue and gold ink 947.00

Add for Gold imprinting, one line, Department name only,

500 Letterheads	$27.00	500 Envelopes	27.00
1,000	29.00	1,000	32.00
3,000	40.00	3,000	49.00
5,000	51.00	5,000	68.00
10,000	77.00	10,000	105.00

Thank you,

CUMMINS PRINTING COMPANY, INC.

Adair Cummins

Adair Cummins

AC:be

CITY OF FORT WAYNE
DEPARTMENT OF PURCHASES

One Main Street
Fort Wayne, Indiana 46802

Date November 8, 1978 . Request for Quotation No. 0144

To be considered your quotation must be received by 17th M. November 1978

To: Cummins Printing
3233 S. Lafayette St.
Fort Wayne, Indiana 46802

Quantity	Unit		Unit Price	Trade Disc.	Extensi-
50,000		BLANKET PURCHASE ORDER FOR 1979 Letterheads on 24# Gilbert Bond Color Blue and Gold			
50,000		10-24 Envelopes, 2 colors (SAMPLES ATTACHED)			
		To be printed and held for release from various City Departments, adding - Department Name - Gold Imprint * - - Add for Gold Imprinting - One (1) Line - Department Name - only as released 500 - Letterhead _____ - Envelopes_____ 1,000 - Letterhead _____ - Envelopes_____ 3,000 - Letterhead _____ - Envelopes_____ 5,000 - Letterhead _____ - Envelopes_____ 10,000 - Letterhead _____ - Envelopes_____			
		Mark Quotation Envelope, "Quote No. 0144 Due Date 11/17/78 "			

Following Must Be Complete

Terms: _____

F.O.B. - Indicate Which of Following (Check)

Destination: _____

Shipping Point Freight Allowed: _____

Shipping Point: _____

Shipping Schedule: _____

Shipping Weight: _____

Signed: _____

Date: _____

Ruth Winget

Ruth Winget - Buyer

THE CITY OF FORT WAYNE

CITY-COUNTY BUILDING • ONE MAIN STREET • FORT WAYNE, INDIANA 46802

Gold Printing (Dept)

AN EQUAL OPPORTUNITY EMPLOYER

THE CITY OF FORT WAYNE — Gold Printing (Dept.)
CITY-COUNTY BUILDING • ONE MAIN STREET • FORT WAYNE, INDIANA 46802

DEPARTMENT OF PURCHASES

One Main Street
Fort Wayne, Indiana 46802

Date November 8, 1978 Request for Quotation No. 0144

To be considered your quotation must be received by 17th M. November 1978

To:
Ft. Wayne Printing
340 East Berry Street
Fort Wayne, Indiana 46802

Quantity	Unit		Unit Price	Trade Disc.	Extensi
50,000		BLANKET PURCHASE ORDER FOR 1979 Letterheads on 24# Gilbert Bond Color Blue and Gold			$ 990.60
50,000		10-24 Envelopes, 2 colors (SAMPLES ATTACHED)			$ 2156.96
		To be printed and held for release from various City Departments, adding - Department Name - Gold Imprint * - - Add for Gold Imprinting - One (1) Line - Department Name - only as released 500 - Letterhead $ 42.79 - Envelopes $ 43.86 1,000 - Letterhead $ 45.13 - Envelopes $ 46.55 3,000 - Letterhead $ 57.46 - Envelopes $ 65.01 5,000 - Letterhead $ 65.15 - Envelopes $ 80.23 10,000 - Letterhead $ 87.38 - Envelopes $ 118.26 Mark Quotation Envelope, "Quote No. 0144 Due Date 11/17/78 "			

Following Must Be Complete

Terms: 30 DAYS NET

F.O.B. - Indicate Which of Following (Check)

Destination: ✓

Shipping Point
Freight Allowed: _____

Shipping Point: _____

Shipping Schedule: 10-12 DAYS-INITIAL 50,000 5 DAYS-REPRINT

Shipping Weight: 50,000 LH 620 lbs
50,000 EVPS. 700 lbs

	LH	EVPS
500	6.25 lbs	7 lbs
1000	12.5 lbs	14 lbs
3000	37.5 lbs	42 lbs
5000	62.5 lbs	70 lbs
10 000	125 lbs	140 lbs

Signed: J. Brian Smiley

Date: November 16, 1978

Ruth Winget

Ruth Winget - Buyer

DEPARTMENT OF PURCHASES

One Main Street
Fort Wayne, Indiana 46802

Date November 8, 1978. Request for Quotation No. 0144

To be considered your quotation must be received by 17th M. November 1978

To:

Lincoln Printing
1514 St. Joe Road
Ft. Wayne, Indiana 46815

Quantity	Unit		Unit Price	Trade Disc.	Extensi
		BLANKET PURCHASE ORDER FOR 1979			
50,000		Letterheads on 24# Gilbert Bond Color Blue and Gold	$23.98 AA	—	$1199.00
50,000		10-24 Envelopes, 2 colors (SAMPLES ATTACHED)	$19.65 AA	—	982.50
		To be printed and held for release from various City Departments, adding - Department Name - Gold Imprint			
		* - - Add for Gold Imprinting - One (1) Line - Department Name - only as released			
		500 - Letterhead $37.60 AA - Envelopes $37.60 AA	18.80		
		1,000 - Letterhead 20.80 AA - Envelopes 20.80 AA	20.80		
		3,000 - Letterhead 10.25 AA - Envelopes 10.25 AA	30.75		
		5,000 - Letterhead 8.15 AA - Envelopes 8.15 AA	40.75		
		10,000 - Letterhead 6.55 AA - Envelopes 6.55 AA	65.50		
		Mark Quotation Envelope, "Quote No. 0144 Due Date 11/17/78"			

NOV 13 1978

6 5794 2
7 7762

Following Must Be Complete

Terms: 1% - 10 - Net 30

F.O.B. - Indicate Which of Following (Check)

Destination: ✓

Shipping Point Freight Allowed: ____

Shipping Point: ____

Shipping Schedule: Approx 6 wks to first shipt

Shipping Weight: Approx 2 wks thereafter. N/A.

Signed: G. A. Roberts, Pres

Date: 11-16-78

Ruth Winget

Ruth Winget - Buyer

66-257-10

11/29/78

CITY OF FORT WAYNE
CITY UTILITIES

DEPARTMENT OF PURCHASES
CITY—COUNTY BUILDING
NUMBER ONE EAST MAIN STREET
FORT WAYNE, INDIANA 46802

ORIGINAL
PURCHASE ORDER NO. B- 0500

This number must appear on each package, packing slip, invoice, bill of lading, express receipt and correspondence.

DATE November 22, 1978

Cummins Printing Company Inc.
3233 South Lafayette Street
Fort Wayne, Indiana 46806

SHIP TO —

Office Services Dept.
Basement City County Bldg.
One Main Street
Fort Wayne, Indiana 46802

MAIL ALL INVOICES TO —
CITY UTILITIES
GENERAL ACCOUNTING
4th FLOOR CITY—COUNTY BUILDING
NUMBER ONE EAST MAIN STREET
FORT WAYNE, INDIANA 46802
INVOICE IN DUPLICATE, INCLUDING CERTIFICATION AS REQUIRED BY INDIANA STATE BOARD OF ACCOUNTS

QUANTITY RECEIVED	QUANTITY ORDERED	DESCRIPTION	ACC'T. OR W.O. NO.	UNIT PRICE	TOTAL
		BLANKET PURCHASE ORDER FOR 1979			
	50,000	Letterheads on 24# Gilbert Bond			
		Color Blue and Gold		22.48/M	$1,124.00
	50,000	10-24 Envelopes, 2 colors		18.94/M	947.00
					$ 2,071.00

To be printed and held for releases from various City Departments, adding - Departmental Name - Gold Imprint

APPROVED Board of Public Works SNR

* Add for Gold Imprinting - One (1) Line - Department Name - only as released

500 - Letterhead	$ 27.00	Envelopes	$ 27.00
1,000 - Letterhead	29.00	Envelopes	32.00
3,000 - Letterhead	40.00	Envelopes	49.00
5,000 - Letterhead	51.00	Envelopes	68.00
10,000 - Letterhead	77.00	Envelopes	105.00

ATTENTION!
Send all Invoices to: General Accounting
4th Floor City-County Bldg.
1 E. Main St.
Fort Wayne, Indiana 46802
Show P. O. Number on Packing Slip and Invoice.

Per Quote #0144
Net 30
Per Sample Received
SUBJECT TO COUNCILMANIC APPROVAL
RW/pl #166

F.O.B. Delivered
Ship: as released

NOTE: TERMS OF PAYMENT MUST BE SHOWN ON FACE OF INVOICE. OTHERWISE A 2% CASH DISCOUNT WILL BE TAKEN

BY_____
CITY UTILITIES PURCHASING AGENT

SUBJECT TO CONDITIONS ON REVERSE SIDE

FORM U-49

Cumming Printing Co.
3733 S. Lafayette
Box 1233
46806

City Utilities

PURCHASE REQUISITION

Date 11-5-79

Please order the following Material for Delivery as Specified:

To be delivered to Office Service Dept Req. No. 166

On or before P. O. No. B-0500

	Blanket Purchase Order for ~~1978~~ 1979		
50,000	Letterheads on 24# Gilbert Bond, color Blue and Gold	22.48/M	1,124.00
50,000	10-24 Envelopes, 2 colors	18.94/M	947.00
	To be printed and held for releases from various City Departments, adding - Department Name - Gold Imprint		$2,071.00
	*— Add for Gold Imprinting - One (1) Line- Department Name - only; as released		
	500 - Letterhead - 27.00 - Envelopes - 27.00		
	1,000 - Letterhead - 29.00 - " 32.00		
	3,000 - Letterhead - 40.00 - " 49.00		
	5,000 - Letterhead - 51.00 - " 68.00		
	10,000 - Letterhead - 77.00 - " 105.00		

REMARKS: Subj. to Councilmanic Approval.
Per Quote # 0144
Net 30

Per Samples recieved
F.O.B. Delivered
Ship as released

I hereby certify that the work or supplies above specified are necessary for stock or use in this department.

Department

Dept. Head

Charge Light Water Sewage

Quotes

1. Cummings Printing
   3733 S. Lafayette St. 46806
2. Herrera Printing
   815 S. Lafayette St. 46807
3. Lincoln Printing
   1514 St. Joe Rd. 46815
4. Didier Printing
   613 High St, 46808
5. Ft. Wayne Printing
   340 E. Berry St. 46802
6. Keefer Printing
   714 W. Washington 46804

RECEIVED
PURCHASING DEPT.
NOV 1978
7 8 9 10 11 12 1 2 3 4 5 6
AM PM

Due: 11/19/78

Date 11-21-78

To: Ruth Winget - Purchase

Subject: Bids for letterheads

Cummins Printing would be my choice for Letterhead + Envelopes done in Blue + Gold as purchases of same are generally small. Brust will be used without addition of gold.

George A. Sharpe

FORM U-105

4335

TITLE OF ORDINANCE SPECIAL ORDINANCE - CITY UTILITIES PURCHASE ORDER NO. B-0500 - BLANKET PURCHASE ORDER TO CUMMINS PRINTING COMPANY, INC.

DEPARTMENT REQUESTING ORDINANCE BOARD OF PUBLIC WORKS S-78-12-15

SYNOPSIS OF ORDINANCE BLANKET CITY UTILITIES PURCHASE ORDER NO. B-0500, CUMMINS PRINTING COMPANY, INC. FOR PURCHASE OF ENVELOPES FOR 1979 AND LETTERHEADS, BLUE AND GOLD ON GILBERT BOND FOR THE OFFICE SERVICES DEPT.

(MEMORANDUM AND PURCHASE ORDER ATTACHED)

EFFECT OF PASSAGE ENVELOPES AND LETTERHEADS FOR THE VARIOUS DEPARTMENTS OF THE CITY

EFFECT OF NON-PASSAGE INTERRUPTION OF OFFICE OPERATIONS

MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS) TO BE PAID BY CITY UTILITIES

ASSIGNED TO COMMITTEE

EP